



## **SAFEGUARDING POLICY**

This policy sets out Penmaenmawr Town Council's approach to safeguarding children and vulnerable adults.

The policy was last updated in February 2021.

### **Definition of Adults at risk as outlined by the Wellbeing act Wales 2014:**

"An Adults who is experiencing or is at risk of abuse or neglect; has needs for care and support (whether or not the authority is meeting any of those needs), and because of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child at risk:** any person under the age of 18.

### **Safeguarding Policy Statement:**

- i. Penmaenmawr Town Council is dedicated to taking all reasonable precautions to safeguard the welfare of children and adults a risk who use our services, as well as promote a positive safeguarding culture and environment.
- ii. The welfare of children and at-risk adults in Penmaenmawr and the wider area is of the highest importance.
- iii. All children and adults have the right to live free and be protected from abuse.
- iv. All suspicions and allegations of abuse or neglect will be taken seriously and responded to promptly and through appropriate channels.
- v. All elected members of the Council, staff and volunteers have a responsibility to report concerns to the appropriate professionals, local authorities and responsible bodies.
- vi. Elected members of the Council, staff and volunteers must not at any time attempt to resolve situations of abuse/harm independently, nor decide if abuse has occurred.
- vii. The Town Clerk is the responsible officer for implementing this policy and named person for Child Protection & Safeguarding within Penmaenmawr Town Council.

### **Responsibilities Of Penmaenmawr Town Council:**

All Elected members, volunteers and staff of Penmaenmawr Town Council must:

- i. Understand and follow this policy and procedures in their activities,
- ii. Identify opportunities and undertake appropriate training to support them in their roles,
- iii. Act appropriately at all times and be able to challenge inappropriate behaviour in others,
- iv. Be able to recognise the harm and know how to report concerns in a timely and appropriate way.

**Members and Managers of Penmaenmawr Town Council must:**

- i. Ensure all staff and volunteers read and understand this policy,
- ii. Offer opportunities to undertake appropriate safeguarding training and refresher training,
- iii. Ensure the policy and procedure is adhered to and to undertake regular compliance audits,
- iv. Ensure that the Council's whistle-blowing policy is communicated to all staff and volunteers.

**The role and responsibilities of the named person(s) are:**

- i. To ensure that all staff are aware of their responsibilities within a safeguarding capacity and understand how to report a concern via correct channels promptly.
- ii. Ensure staff are confident in who must be made when they have a safeguarding concern around abuse, harm or neglect.
- iii. Ensure that any concerns about a child or adult at risk are acted upon quickly, clearly recorded, referred to the local authority and safeguarding teams.
- iv. The named person(s) will record any reported incidents concerning a child/young person/adult at risk or breach of the Safeguarding policies and procedures. This information will be kept in a secure place and its contents will be confidential.

**Procedures:**

- i. The Town Clerk will always refer allegations or suspicions to Conwy Social services team and/or the North Wales Safeguarding Board.
- ii. The operating procedures shall include sections on the definition of abuse, what staff should do if they have concerns or an allegation is made, emergency action, allegations of abuse against staff and safer working procedures.

**Penmaenmawr Town Council Standards:**

- i. Councillors, volunteers, and staff will not be subject to DBS checks unless there is a change in their duties that requires regular contact with children or adults at risk.
- ii. All volunteers should submit two references including phone numbers by reputable individuals, that are not family members, which the Town Clerk will verify.
- iii. If the Council becomes aware or is informed of information from a reputable source such as Police, NSPCC, Social Services, NHS Trusts, safeguarding boards, probation service etc that an individual is not suitable to be involved with a Council project, it has the right to stop the individual from having any further involvement in any Council projects or services. A copy of this policy will be available for inspection at all relevant Council premises.

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### Penmaenmawr Town Council Operating Procedures:

These operating procedures have been created to give the council, staff and volunteers relevant information concerning the protection and safeguarding of adults at risk and children. These procedures are underpinned by Social Services and Wellbeing Act Wales 2014.

Definition of abuse:

The Social Services and well-being Act provides definitions of abuse and neglect.

**Abuse** covers physical, sexual, psychological, emotional or financial abuse, it includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place, Financial abuse includes theft, fraud, pressure about money, misuse of money.

**Neglect** means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health).

Remember abuse and/or neglect can constitute a criminal offence. These include offences against the person such as violent offences, sexual offences and property offences such as theft.

If abuse or neglect is motivated by someone's characteristic – disability, race and ethnicity, religion and belief, sexual orientation and transgender/gender identity this may be a hate crime.

Also note that Violence against women, domestic abuse and sexual violence (VAWDASV) is abuse and this includes:

- i. Female Genital Mutilation
- ii. Modern Slavery
- iii. Domestic abuse and violence against men and women
- iv. Criminal exploitation

Types of abuse: (Please note this is not an exhaustive list)

**Physical abuse** - hitting, slapping, over or misuse of medication, burning, undue restraint, or inappropriate sanctions.

**Sexual abuse** - rape and sexual assault or sexual acts to which the vulnerable person has not or could not consent and/or was pressured into consenting. Child Sexual Exploitation.

**Psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation, or other abuse that is used to harm, punish or frighten the victim.

**Neglect** - failure to access medical care or services, emotional neglect, negligence in the face of risk-taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter or clothing.

**Financial abuse concerning people who may have needs for care and support** – unexpected change to their will; sudden sale or transfer of the home; unusual activity in a bank account; sudden inclusion of additional names on a bank account; signature does not resemble the person's normal signature; reluctance or anxiety by the person when discussing their financial affairs; giving a substantial gift to a carer or other third party; a sudden interest by a relative or another third party in the welfare of the person; bills remaining unpaid; complaints that personal property is missing; a decline in personal appearance that may indicate that diet and personal requirements are being ignored; and deliberate isolation from friends and family giving another person total control of their decision-making.

**What staff should do if they have concerns or an allegation is made:**

A full written report must be complete as soon as possible and Conwy Social Services must be notified.

**Contact information:**

**Conwy Social Services adult at risk:**

**Tel:** 0300 456 1111

**Out of hours:** 0300 123 3079

**Email:** [wellbeing@conwy.gov.uk](mailto:wellbeing@conwy.gov.uk)

**Text message** (general enquiries): 07797870361

**Conwy Social Services Child at risk:**

**Tel:** 01492 575 111

**Out of hours:** 0300 123 0379

**Email:** [duty@conwy.gov.uk](mailto:duty@conwy.gov.uk)

**Emergency action:**

In the event of an emergency or imminent danger or risk call 999 and ask for the police.

**Allegations of abuse against staff:**

- Make a written record of the information (using where possible, the child's/adult's own words), including the time, date and place where the alleged incident took place, what was said and anyone else present.
- Sign and date the written record.
- Immediately report the matter to the Designated Officer for Safeguarding within the Council, which is the Town Clerk.
- Where the Designated Officer for Safeguarding is the subject of the allegation, the information should be reported to the Mayor.